



MEMORANDUM
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ATC
Agenda Item No. 6(A)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Airport and Tourism Committee

DATE: May 17, 2007

FROM: Kay M. Sullivan
Director, Clerk of the Board Division

SUBJECT: Approval of Commission
Committee Minutes

The Clerk of the Board's office is submitting the following Clerk's Summary of Minutes for approval by the Airport and Tourism Committee:

April 12, 2007

Attachment
KMS/jm



Stephen P. Clark
Government Center
111 N.W. 1st Street
Miami, FL 33128

CLERK'S SUMMARY OF Meeting Minutes Airport and Tourism Committee

Jose "Pepe" Diaz (12) Chair; Sally A. Heyman (4) Vice Chair; Commissioners Carlos A. Gimenez (7), Joe A. Martinez (11), Dorrin D. Rolle (2), and Rebeca Sosa (6)

Thursday, April 12, 2007

9:30 AM

COMMISSION CHAMBERS

Members Present: Jose "Pepe" Diaz, Carlos A. Gimenez, Sally A. Heyman, Joe A. Martinez, Dorrin Rolle, Rebeca Sosa.

Members Absent: None.

Members Late: None.

Members Excused: None.

Members Absent County Business: None.

1 MINUTES PREPARED BY:

Report: *Judy Marsh, Commission Reporter, (305) 375-1967*

1A INVOCATION

Report: *The Committee members observed a Moment of Silence followed by the Pledge of Allegiance.*

1B PLEDGE OF ALLEGIANCE

1C ROLL CALL

Report: *The following staff members were present:
Assistant County Attorney Abigail Price-Williams;
Assistant County Manager Ysela Llort; and
Deputy Clerks Doris Dickens and Judy Marsh.*

*Chairman Diaz called the meeting to order at
9:46 a.m.*

*Assistant County Attorney Abigail Price-Williams
advised that Agenda Item 3E contained a
scrivener's error in the resolution. She noted the
resolution currently read "in substantially the
form attached" and should read "in substantially
the form on file with the Clerk, an excerpt of
which is attached hereto, and made a part hereof."*

*It was moved by Commissioner Heyman that the
Committee approve the foregoing changes to the
April 12, 2007 Airport and Tourism Committee
agenda. This motion was seconded by
Commissioner Rolle, and upon being put to a
vote, passed by a vote of 4-0, (Commissioners
Martinez and Sosa were absent).*

2 COUNTY COMMISSION

3 DEPARTMENT

3A

070993 Resolution

RESOLUTION RELATED TO BANKING AND AUTOMATED TELLER MACHINE SERVICES AT MIAMI INTERNATIONAL AIRPORT; AUTHORIZING AWARD OF NON-EXCLUSIVE LEASE AND CONCESSION AGREEMENT FOR AUTOMATED TELLER MACHINE SERVICES TO COMMUNITEL, INC.; AUTHORIZING THE COUNTY MAYOR OR HIS DESIGNEE TO EXECUTE AGREEMENT; AND AUTHORIZING COUNTY MANAGER TO EXERCISE ALL OTHER RIGHTS INCLUDING CANCELLATION PROVISIONS CONTAINED THEREIN (Aviation Department)

***Forwarded to BCC with a favorable recommendation
Mover: Martinez
Seconder: Gimenez
Vote: 6-0***

Report: *Assistant County Attorney Abigail Price-Williams read the foregoing proposed resolution into the record.*

In response to Commissioner Gimenez' inquiry, Mr. Miguel Southwell, Assistant Aviation Director, Business Development, Miami-Dade Aviation Department, said he did not recall the Department receiving any complaints regarding the automated teller machines (ATM) at Miami International Airport.

The foregoing proposed resolution was moved by Commissioner Martinez and seconded by Commissioner Gimenez for discussion.

In response to Commissioner Heyman's inquiry regarding potential revenues to be generated from the foregoing proposed contract, Mr. Jose Abreu, Director, Miami-Dade Aviation Department, said the anticipated revenues to be generated from the ATM services was approximately \$5,000 annually and approximately \$350,000 annually for the banking services.

Responding to Commissioner Heyman's inquiries whether technologies and safeguards were in place to calculate the transaction volume, Mr. Abreu said there were no problems with the ATM machines.

Following further questions, Commissioner Heyman asked Mr. Abreu to keep the Committee members apprised of the designated marketing fees the Department received.

Commissioner Sosa asked Mr. Abreu to provide a report to the County Commission indicating

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whether the proposed contract with Communitel, Inc. would result in increased annual rental fees.

Commissioner Sosa commended Mr. Abreu on the reduction of complaints received by the Aviation Department; however, she noted Mr. Abreu needed to work with all companies to reduce the complaints regarding the phone card vending machines.

3B

070994 Resolution

RESOLUTION RELATED TO BANKING AND AUTOMATED TELLER MACHINE SERVICES AT MIAMI INTERNATIONAL AIRPORT; AUTHORIZING AWARD OF NON-EXCLUSIVE LEASE AND CONCESSION AGREEMENT FOR FULL SERVICE BANK AND AUTOMATED TELLER MACHINE SERVICES TO BANK OF AMERICA, N.A.; AUTHORIZING THE COUNTY MAYOR OR HIS DESIGNEE TO EXECUTE AGREEMENT; AND AUTHORIZING COUNTY MANAGER TO EXERCISE ALL OTHER RIGHTS INCLUDING CANCELLATION PROVISIONS CONTAINED THEREIN (Aviation Department)

Forwarded to BCC with a favorable recommendation
Mover: Martinez
Seconder: Sosa
Vote: 6-0

Report: *Assistant County Attorney Abigail Price-Williams read the foregoing proposed resolution into the record.*

Hearing no questions or comments, the Committee proceeded to vote on the proposed resolution as presented.

5

3C

070996 Resolution

RESOLUTION RATIFYING ACTIONS OF COUNTY MANAGER IN APPROVING PROFESSIONAL SERVICES AGREEMENT WITH BND ENGINEERS, INC. FOR PROJECT NO. E03-MDAD-05 MIA TRACT ONE DRAINAGE AND GRADING AND PAVEMENT IMPROVEMENTS (Aviation Department)

Forwarded to BCC with a favorable recommendation

Mover: Gimenez

Seconder: Martinez

Vote: 6-0

Report: *Assistant County Attorney Abigail Price-Williams read the foregoing proposed resolution into the record.*

In response to Commissioner Martinez' inquiry why the foregoing proposed contract with BND Engineers, Inc. was being presented to the Committee three years later for ratification, Mr. Jose Abreu, Director, Miami-Dade Aviation Department, said the project involved design work and inspection services. He noted the design phase was completed; however, staff had not continued with the inspection services pending a satisfactory resolution of issues raised by the Office of the Inspector General (OIG).

Mr. Roger Hernstadt, Director, Office of Capital Improvements, noted when the contract was brought before the County Commission for ratification, the Commission based on the preliminary memorandum received from the Inspector General, authorized staff to proceed with the design and to come back to the Commission after the issue regarding the inspection services was resolved by the OIG. He noted this issue was addressed through the investigatory process and BND accepted responsibility. Mr. Hernstadt said the OIG had notified staff they had no further concerns; therefore, the second phase of the work was being presented for the Committee's recommended approval.

Commissioner Sosa asked that the Aviation Department's Project Manager closely monitor the proposed contract with BND Engineers, Inc.

Commissioner Rolle spoke in support of the foregoing proposed resolution.

Hearing no further questions or comments, the Committee proceeded to vote on the foregoing proposed resolution as presented.

3D

071002 Resolution

RESOLUTION REJECTING ALL PROPOSALS RECEIVED FOR PACKAGE 4 OF RFP NO. MDAD 05-05, THE RETAIL CONCESSION PROGRAM AT MIAMI INTERNATIONAL AIRPORT AND AUTHORIZING THE ADVERTISEMENT OF A NEW REQUEST FOR PROPOSAL (Aviation Department)

Forwarded to BCC with a favorable recommendation

Mover: Heyman

Seconder: Gimenez

Vote: 6-0

Report: *Assistant County Attorney Abigail Price-Williams read the foregoing proposed resolution into the record.*

In response to Commissioner Martinez' inquiry, Mr. Jose Abreu, Director, Miami-Dade Aviation Department, said Borders Group would not have been ranked No. 1 without the Airport Concession Disadvantaged Business Enterprises points being assigned to the company.

Hearing no further questions or comments, the Committee proceeded to vote on the foregoing proposed resolution as presented.

3E

071025 Resolution

RESOLUTION APPROVING CONTRACT AWARD FOR MDAD PROJECT NO. ITN-MDAD-01-06, BAGGAGE HANDLING SYSTEM OPERATION AND MAINTENANCE (BHS O&M) TO FMC TECHNOLOGIES, INC. IN THE MAXIMUM AMOUNT OF \$37,338,979.39, WAIVING FORMAL BIDDING, AND AUTHORIZING THE MAYOR OR DESIGNEE TO EXECUTE SAME AND TO EXERCISE THE TERMINATION AND RENEWAL PROVISIONS CONTAINED THEREIN (Aviation Department)

Amended

Report: *(See Agenda Item 3E Amended, Legislative File Number 071213)*

3E Amended

071213 Resolution

RESOLUTION APPROVING CONTRACT AWARD FOR MDAD PROJECT NO. ITN-MDAD-01-06, BAGGAGE HANDLING SYSTEM OPERATION AND MAINTENANCE (BHS O&M) TO FMC TECHNOLOGIES, INC. IN THE MAXIMUM AMOUNT OF \$37,338,979.39, WAIVING FORMAL BIDDING, AND AUTHORIZING THE MAYOR OR DESIGNEE TO EXECUTE SAME AND TO EXERCISE THE TERMINATION AND RENEWAL PROVISIONS CONTAINED THEREIN [SEE ORIGINAL ITEM UNDER FILE NO. 071025] (Aviation Department)

Forwarded to BCC with a favorable recommendation with committee amendment(s)

Mover: Heyman

Seconded: Gimenez

Vote: 6-0

Report: *Assistant County Attorney Abigail Price-Williams read the foregoing proposed resolution into the record. She noted the proposed resolution contained a scrivener's error and should read "in substantially the form on file with the Clerk, an excerpt of which is attached hereto and made a part hereof" in lieu of "in substantially the form attached."*

Mr. Max Fajardo, Miami-Dade Aviation Department, provided an overview of the proposed contract for Baggage Handling System Operation and Maintenance. He noted this was not a conventional conveyor system that was normally maintained in-house and an existing contract currently maintained the system at Concourse "F" which was being phased out and tied together with the new system planned for the South Terminal. Mr. Fajardo said the cost of this contract was approximately \$37 million for three years with two one-year options to renew.

In response to Commissioner Gimenez' inquiry regarding the General Allowance Account in the amount of \$3,386,000, Mr. Fajardo said this account was for catastrophic systems failure and would address operational issues that arose within the next five years.

Commissioner Gimenez asked that he be provided with a report on the Aviation Department's contracts that included the standard ten (10%) percent contingencies; and the frequency at which the entire ten percent was spent. Chairman Diaz asked that this report be distributed to all Committee members.

In response to Commissioner Heyman's inquiries regarding the allowance accounts, Mr. Fajardo said these accounts were established primarily to

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track expenses and staff did not have the capability to shift funds within the contract.

Responding to Commissioner Heyman's inquiry, Mr. Jose Abreu, Director, Miami-Dade Aviation Department, said allowance accounts were included in the contracts as a safeguard for unknown items. He noted the new contract for the North Terminal would include a similar approach and while he was not aware whether this approach was previously used, he would provide a report. Mr. Abreu said every public works project in the nation included an allowance account which varied from 7 to 25%.

Responding further to Commissioner Heyman, Mr. Abreu said the proposed contract was a maintenance contract and included a surety bond.

Commissioner Rolle asked that staff from the Aviation Department meet with him to discuss the role of the Community Workforce Program in this proposed contract with FMC Technologies, Inc. before the foregoing resolution was considered by the Commission.

In response to Commissioner Sosa's inquiries, Mr. Fajardo said the increased bid submittals were due to the new Transportation Security Administration's mandates.

Responding to Commissioner Martinez' inquiry regarding the track record/monitor for FMC Technologies Inc., Mr. Fajardo said staff requested references and contacted representatives from Santa Ana County; Continental Airlines; Los Angeles, California; and DFW where FMC Technologies had performed similar work. He noted the proposed contract was for operation and maintenance; and the cost of building the baggage handling system was over \$100 million.

Chairman Diaz noted he had expressed similar concerns; however, Mr. Fajardo and Aviation Director Abreu had assured him that FMC Technologies was a reputable company that had been in business for 79 years.

The Committee proceeded to vote on the foregoing proposed resolution as amended as noted by Assistant County Attorney Abigail Price-Williams.

3F

071075 Resolution

RESOLUTION APPROVING THE AGREEMENT TO HOST THE FLORIDA AIRPORTS COUNCIL 2009 ANNUAL CONFERENCE TO BE HELD IN MIAMI ON AUGUST 1-5, 2009; AUTHORIZING THE EXPENDITURE OF NOT-TO-EXCEED \$50,000 IN AVIATION DEPARTMENT PROMOTIONAL FUNDS AND THE PROVISION OF IN-KIND SERVICES; AND WAIVING FORMAL BID PROCEDURES FOR THE ACQUISITION OF GOODS AND SERVICES RELATING TO THIS EVENT (Aviation Department)

Forwarded to BCC with a favorable recommendation
Mover: Heyman
Seconder: Sosa
Vote: 6-0

Report: *Assistant County Attorney Abigail Price-Williams read the foregoing proposed resolution into the record.*

Hearing no questions or comments, the Committee proceeded to vote on the proposed resolution as presented.

4 COUNTY MANAGER

5 COUNTY ATTORNEY

6 CLERK OF THE BOARD

6A

071066 Report

CLERK'S SUMMARY OF MEETING MINUTES FOR THE MARCH 15, 2007 AIRPORT AND TOURISM COMMITTEE (Clerk of the Board)

Approved
Mover: Gimenez
Seconder: Sosa
Vote: 6-0

Report: *Assistant County Attorney Abigail Price-Williams read the foregoing report into the record.*

Hearing no questions or comments, the Committee proceeded to vote on the foregoing report as presented.

7 REPORTS

7A

071070 Report

FY 2007-08 DEPARTMENTAL BUDGET
PRESENTATION (County Manager)

Report Received

Report: *Ms. Anne Lee, Chief Financial Officer, Miami-Dade Aviation Department, provided a Power Point presentation entitled "Budget Overview 2007-2008." She noted the Aviation budget was driven by cost containment to maintain competitive pricing; the need to maintain capital markets/bond ratings and a focus on customer service. Ms. Lee said aviation revenues divided by the total annual enplaned passenger resulted in Cost per Enplaned Passenger (CEP) and aviation revenues for this purpose included landing fees, concourse use fees, equipment and parking rental revenues and terminal building rental. She noted as of 2005, the targeted CEP for 2015 was approximately \$35.00 and the Department's goal was to undershoot this amount and to provide the best possible service while keeping costs within check. Ms. Lee said the Department's budget was also predicated on 31.2 million tons of landed weight, 2 million tons of cargo, 16 million enplaned passengers and 42.6 million seats; and projected revenues included aviation fees of \$286,498,000 and total revenues of \$655,962,000. She discussed the economies achieved by curtailing travel, eliminating 56 vacant positions and initiating overtime reduction; and the Department's investments, which included staff training, customer service initiative and upgrades to rentable space.*

Ms. Lee said approximately \$6.5 million was used by the Department as indirect payment to reimburse the County for services provided by central services department. She noted this amount computed at 6.74% of salaries and benefits, was derived by an independent consultant. Ms. Lee also noted approximately \$47 million was used as direct payment to the County for actual costs for time and materials plus federally-approved overhead factor; and payments approved by the Federal Aviation Administration for services used and not included in indirect cost reimbursement. She stated this amount included reimbursement to the Fire Department for the salaries of fire fighters who worked at the Airport. Ms. Lee noted the preliminary bottom line consisted of a landing fee of \$2.32 and a cost per enplaned passenger fee of

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\$18.90, and was below the 2005 CEP forecast of \$23.96 and CEP target of \$21.06.

Ms. Lee said the Department was in the midst of a second budget review that would result in downward adjustments before the final budget was presented in September. She noted a detailed line-item review by senior management was conducted; managers who had implemented significant staff reductions over five years were asked to refine their plans and to continue working toward achieving maximum efficiencies in their divisions; and a team effort within the Department was being promoted.

In response to Commissioner Sosa's inquiry whether other airports paid the same landing fees and whether they were comparable to Miami International Airport (MIA), Ms. Lee said MIA's landing fees were somewhat higher than other airports; however, generally the comparison was not on the landing fee but the CEP. She noted it was difficult to compare CEP between airports because MIA was a full-service airport.

Miami-Dade Aviation Department Director Jose Abreu concurred that MIA's CEP was high.

Commissioner Sosa asked Assistant County Attorney Price-Williams to prepare a resolution asking the Aviation Department Director to develop cost reduction strategies to ensure that Miami International Airport remained competitive.

Chairman Diaz noted he had asked Mr. Abreu and staff to develop cost saving solutions and solutions to bring general revenues into the Airport excluding Aviation operations.

In response to Commissioner Gimenez' inquiry regarding the Department's carry over which was \$14 million above projections, Ms. Lee noted the carry-over was the amount the Department was allowed to keep in its operating budget without it falling into the Improvement Fund.

Responding to further questions from Commissioner Gimenez, Ms. Lee noted the projected amount to debt service was only a portion because some of the bonds were refinanced; and the Improvement Fund was the surplus.

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Commissioners Gimenez and Sosa commended Mr. Abreu on the Department's performance.

Chairman Diaz asked the Committee members to provide him with their input for the Budget Message by the end of next week.

7B

071073 Report

ORAL REPORT: MIA NORTH TERMINAL
CONSTRUCTION IMPLEMENTATION PLAN (County
Manager)

***Forwarded to the BCC by the BCC
Chairperson with a favorable
recommendation***

Mover: Heyman

Seconder: Sosa

Vote: 6-0

Report: *Chairman Diaz noted the Committee was moving forward with the construction contract involving the North Terminal because of staff's assurances that the contract would be implemented and brought to the County Commission.*

Chairman Diaz asked staff to prepare the appropriate memorandum requesting that County Commission Chairman Bruno A. Barreiro waive the Committee's rules and allow the foregoing item to be heard at the May 8, 2007 County Commission meeting. He also asked that the construction completion contract, along with all pertinent documentation attached to the contract, be presented to the County Commission; and that subsequent to the Commission's approval of this contract, progress on the North Terminal be posted weekly to facilitate monitoring by commissioners.

Commissioner Martinez asked Mr. Abreu to ensure that complete information was available regarding the price(s) before the contract involving the North Terminal was presented to the County Commission.

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7C

070918 Report

SUNSET REVIEW OF COUNTY BOARDS FOR 2007 –
MIAMI-DADE SPORTS COMMISSION, INC.

Report Received
Mover: Martinez
Seconder: Sosa
Vote: 6-0

Report: *Assistant County Attorney Abigail Price-Williams
read the foregoing report into the record.*

*Hearing no questions or comments, the Committee
received the foregoing report as presented.*

7D

071072 Report

MIA CAPITAL IMPROVEMENT PROGRAM STATUS
REPORT (County Manager)

Report Received
Mover: Sosa
Seconder: Gimenez
Vote: 6-0

Report: *Assistant County Attorney Abigail Price-Williams
read the foregoing report into the record.*

*Hearing no questions or comments, the Committee
received the foregoing report as presented.*

071356 Report
NON-AGENDA REPORT

Report: *Commissioner Heyman asked that she be apprised at the May 17th Committee meeting of actions taken to address complaints received by the Aviation Department, and whether a mechanism was in place to implement recommendations/suggestions on how to resolve ongoing problems.*

Commissioner Heyman said significant changes were made inside Miami International Airport (MIA) to address the location of luggage carousels; however, people picking up passengers were not aware of the carousels' locations. She noted this was not a new problem and was a documented complaint.

Mr. Jose Abreu, Director, Miami-Dade Aviation Department, noted the Department now had a customer service tracking system and the carousel issue would be addressed.

Commissioner Heyman asked Mr. Abreu to ensure that temporary sign(s) were installed at MIA regarding location of the luggage carousels and to proceed with the Ambassador Program.

In response to Commissioner Sosa's inquiry, Mr. Abreu noted a contract was in place for the eradication of rats at MIA.

Commissioner Gimenez concurred with Commissioner Heyman's suggestion regarding the carousels.

Mr. Carlos Jose, Miami-Dade Aviation Department, said within two weeks, temporary sign(s) would be placed on the columns outside the lower curbside. He noted staff was also working on a four-year plan for the Wayfinding Master Plan.

Commissioner Heyman asked that the temporary sign(s) be placed overhead versus being placed on the columns outside the lower curbside.

Commissioner Gimenez asked that before the signs regarding the luggage carousels were installed at MIA, staff inquire from non-Airport employees if they understood the meaning of these signs.

8 ADJOURNMENT

Report: *There being no further business to come before the Committee, the meeting was adjourned at 10:59 a.m.*